

Charlottesville Redevelopment & Housing Authority Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

February 29, 2000.

PHA Plan Agency Identification

PHA Name: Charlottesville Redevelopment & Housing Authority

PHA Number: VA016

PHA Fiscal Year Beginning: 04/01/2000

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☒ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☒ Other (list below)

Charlottesville Redevelopment & Housing Authority's Maintenance Office.

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☒ PHA development management offices
- ☒ Other (list below)

Charlottesville Redevelopment & Housing Authority's Maintenance Office.
Jefferson-Madison Regional Library – Downtown branch

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

The mission of the Charlottesville Redevelopment & Housing Authority is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination for low-income families of Charlottesville, VA.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or the PHA's own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☒ Other (list below)
 - Create ,expand and promote homeownership opportunities to eligible families.
 - To enhance opportunities for low-income elderly & the disabled to maintain self-sufficiency and live independently.

- To expand the opportunities to expand availability of new rental units utilizing tax credits or to rehabilitate existing properties using tax credits.
- Blend support to mixed-income developments.

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

- ☒ Improve public housing management: (PHAS score) ?
- ☒ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit utilization)
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☒ Provide replacement vouchers:
- ☒ Other: (list below)
 - Concentrate on efforts to improve voucher utilization.
 - Promote collaborations with non-profit service providers who enhance homeownership opportunities, economic development opportunities, and educational/self-sufficiency programs.

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)
- Actually promote increased regional affordable housing opportunities for low-income families.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing eligible higher income public housing households into lower income developments:

- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below)
 - Strive to maintain social support programs on-site.

▪ **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:
 - ☒ Provide or attract supportive services to improve assistance recipients' employability:
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☒ Other: (list below)
- Provide access to workshops and seminars which support self- sufficiency goals for FSS families.
- Seek employment / referral opportunities for Public Housing residents.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☒ Other: (list below)
- Affirmatively further fair housing in the Charlottesville region by participating in increasing affordable housing forums on a regional basis.

Other PHA Goals and Objectives: (list below)

- Seek Tax Credits to increase rental housing opportunities for Charlottesville families.

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration
☒ FY 2000 Capital Fund Program Annual Statement

Optional Attachments:

- ☒ PHA Management Organizational Chart
☐ FY 2000 Capital Fund Program 5 Year Action Plan
☒ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)
Investment Policy

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/1999 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Self-Sufficiency, Family Unification.
X	Regional FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Self-Sufficiency, Family Unification.
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention -Applied in FY 2000; not funded.
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,654	5	3	3	1	1	1
Income >30% but <=50% of AMI	1,520	5	3	3	1	1	1
Income >50% but <80% of AMI	1,828	1	3	3	1	1	1
Elderly	727	3	1	3	1	1	1
Families with Disabilities	1,060	3	3	3	3	3	3
Black	2,049	3	3	3	1	1	1
White	6,490	3	3	3	1	1	1
Hispanic	123	3	3	3	1	1	1
Other	270	3	3	3	1	1	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1999 (See attached)
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:

- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
1990 Census Data
TJ Planning District Consortia

B. 1. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	126		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)	126		
Low income (>50% but <80% AMI)	0		
Families with children	71		
Elderly families	10		
Families with Disabilities	37		
Black			
White			
Hispanic/other			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57	45%	30
2 BR	55	43%	6
3 BR	17	13%	6
4 BR	16	12%	
5 BR	1		
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Since 1998 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B. 2. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	97		3
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	97	100%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	70	72%	

Housing Needs of Families on the Waiting List			
Elderly families	4	25%	
Families with Disabilities	20	2%	
Black			
White			
Amer. Indian	1	1%	
Hispanic	1	1%	

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

- PHA will continue working on the waiting list and explore new grant opportunities for homeownership.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)

Broaden participation in existing collaboration opportunities and special programs: Welfare-to-Work, Family Unification, Elderly Supportive Services, VIDA, and fund Grants Management position.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)

Increasing awareness of programs such as: Down Payment & Closing Cost Assistance, owner rehabilitation, rental rehabilitation and tax credits development.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)

Continue designated housing for elderly and disabled at Crescent Hall.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)

Continue designation of Crescent Halls as target development housing for elderly and disabled.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)
- Collaborate on a regional basis with Social Services and housing providers to provide counseling opportunities.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$ 759,170	
b) Public Housing Capital Fund	\$ 514,033	
c) HOPE VI Revitalization	\$ 0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
d) HOPE VI Demolition	\$ 0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 1,187,580	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 82,500	
g) Resident Opportunity and Self-Sufficiency Grants	\$ 0	
h) Community Development Block Grant	\$ 180,700	Salaries and first-time homebuyers dwnpymt
i) HOME	\$ 62,666	Same as above
Other Federal Grants (list below)		
Family Unification	\$ 68,664	Section 8
Family Self-Sufficiency	\$ 23,373	Section 8/Public Housing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 823,800	Public housing
4. Other income (list below)		
4. Non-federal sources (list below)		
PHA Excess utilities	\$ 32,890	Public housing
Land rent	\$ 24,000	Public housing
VHDA Section 8	\$ 31,980	Section 8
Automobile rent	\$ 8,780	Public housing
Investments	\$ 70,990	Public housing
Loan service fee	\$ 2,510	Salaries
Youth Enrichment	\$ 2,000	Public housing
Other	\$ 43,110	Public housing
Total resources	\$3,918,746	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
One
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)
- At time of application.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☒ Other (describe)

Perform credit check and screen for past public housing records.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office

- ☒ Other (list below)
PHA Housing Management office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
None.

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☒ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (Select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☐ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☒ Substandard housing
☒ Homelessness
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☒ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☒ Victims of reprisals or hate crimes

☒ Other preference(s) (list below)

Persons with life-threatening or catastrophic diseases, i.e., as Cancer, Acquired Immune Deficiency Syndrome (AIDS).

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Persons with life-threatening or catastrophic diseases, i.e., as Cancer, Acquired Immune Deficiency Syndrome (AIDS).

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list)

Handbook under development, brochures, fliers, monthly invoice.

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)

Inquiry is made upon issuance of voucher regarding past drug related activity.

- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
Rental History

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
- ☒ Other (list below),
PHA Housing Management Office—however, the Section 8 waiting list is closed.

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Failure to locate a unit within the 60-day period.

Failure of unit to pass HQS (Housing Quality Standards) inspection.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- 1 Date and Time
- 2 First come, First served

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
- 3 Substandard housing
Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- 6 Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - (1) Family Self-sufficiency
 - (5) Living with another family; not good space
 - (6) Previously enrolled in education.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below)
Forums, Public meetings, workshops, etc.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

See lease and occupancy policy.

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: Minimum rent hardship exemption is \$25.-
-- See attached implementing form.

HARDSHIP EXEMPTION
REQUEST FORM

NAME:

Signature:

Address:

Housing Program: Public Housing_____ Section 8____

Current Rent or TTP:_____

Date of Request:_____

Housing Authority Representative Receiving Request: _____ -

Reason for

Request:_____

According to the Minimum Rent Rules published in the Federal Register 4/30/99, Section 5.616

Exemptions for Financial Hardship which must be included are:

- ____ the family lost eligibility for or is awaiting an eligibility determination for a federal state or local assistance program;
- ____ the family would be evicted as a result of the imposition of the minimum rent requirement
- ____ the income of the family has decreased because of changed circumstances, including the loss of employment;
 - ____ when death has occurred in the family; and
 - ____ other circumstances determined by the CRHA or HUD.

Results of Staff Review:

Date: _____

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☒ For increases in earned income of VIEW participants
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☒ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other (describe below)

For child care or elderly care when it enables the head of household to work or attend school.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

N/A

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

N/A

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$300.00 monthly.
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

The Flat Rent option is based on rent reasonableness and will not exceed HUD's fair market rent (FMR) for the Charlottesville Metropolitan Statistical Area (MSA).

RENT CHANGE FORM

The Quality Housing Work Responsibility Act (QHWRA) allows residents to choose how their rent will be calculated.

FLAT RENT establishes a base line for rent in public housing for each bedroom size. The following rents apply when choosing the flat rent option:

	Fair Market Rents (FMR)	Hardy Drive	Riverside Avenue	Madison Avenue	Michie Drive	Sixth Street	Crescent Hall	Ridge Street	M.A/E.S H.A	First Street
1Bdr	508	536					553			
2Bdr	650	700		702	702		699			699
3Bdr	864	763	779		745	757		738	773	757
4Bdr	968	1020								997
5Bdr	1078	1,190								1,164

INCOME BASED RENT is the way your rent has been calculated in the past. Your rent is calculated on 30% of your adjusted monthly income, or 10% of unadjusted income, (whichever is greater) or minimum rent.

Check the option that you feel best suits your family. By checking one of the options below, you have agreed to this calculation until your next interim or annual recertification.

_____ I have reviewed my options and would like to participate in the **flat rent option**.

_____ I have reviewed my options and would like to participate in the **income based option**.

I understand that by selecting one of the options above my rent will be based on that rent calculation. I acknowledge that I was briefed on the difference between flat rent and the income based rent option. Based on the information received, I made my selection. I realize that if I chose a flat rent I can request a hardship recalculation of my rent.

Applicant Signature

Date

Staff Signature

Date

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☒ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?
(select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)
N/A

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

N/A

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☒ \$1-\$25
- ☐ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

HARDSHIP EXEMPTION
REQUEST FORM

NAME:

Signature:

Address:

Housing Program: Public Housing_____ Section 8____

Current Rent or TTP:_____

Date of Request:_____

Housing Authority Representative Receiving Request: _____ -

Reason for

Request:_____

According to the Minimum Rent Rules published in the Federal Register 4/30/99, Section 5.616

Exemptions for Financial Hardship which must be included are:

- ____ the family lost eligibility for or is awaiting an eligibility determination for a federal state or local assistance program;
- ____ the family would be evicted as a result of the imposition of the minimum rent requirement
- ____ the income of the family has decreased because of changed circumstances, including the loss of employment;
- ____ when death has occurred in the family; and
- ____ other circumstances determined by the CRHA or HUD.

Results of Staff Review:

Date:

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(Select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	375	50
Section 8 Vouchers	131	0
Section 8 Certificates	214	0
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	10*	1
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

- *Family Unification Special Purpose Section Vouchers granted.

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)
Public Housing Occupancy Plan

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:---See Attachment **VA016k01**.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☒ PHA rental offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (Select all that apply)

☒ PHA main administrative office

☒ Other (list below)

Public Housing rental office.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template ~~OR~~, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number VA36P016706 FFY of Grant Approval: (06/30/1999)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$82,000
4	1410 Administration	\$41,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$26,500
8	1440 Site Acquisition	
9	1450 Site Improvement	\$33,000
10	1460 Dwelling Structures	\$57,318
11	1465.1 Dwelling Equipment-Non-expendable	\$60,186
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$413,686
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
VA16-1/Westhaven	Kitchen Drain (2 of 2) Erosion Control Wall	1450	\$80,000 \$5,000
VA 16-3/Crescent Halls	Smoke Detector Upgrades Energy Conservation Brick Seal Door & Weather-stripping	1460	\$8,000 \$43,000 \$25,000 \$15,000
VA 16-4/Sixth St & Riverside	Site Drainage	1450	\$33,000
VA 16-5/South 1 st Street	Ranges & Refrigerators	1465	\$60,186

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
VA 16-1 Westhaven	March 30, 2000	March 30, 2001
VA 16-3 Crescent Halls	March 30, 2000	March 30, 2001
VA 16-4 Scattered sites	March 30, 2000	March 30, 2001
VA 16-5 South 1 st St	March 30, 2000	March 30, 2001
Management Improvements	March 30, 2000	March 30, 2001

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the
PHA Plan at Attachment (state name

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy
the CFP optional 5 Year Action Plan from the Table Library and insert here)

Five-Year Action Plan				U.S. Dept. of Housing		OMB Approval I	
Part I: Summary				and Urban Development			
Comprehensive Grant Program (CGP)				Office of Public and Indian Housing			
PHA Name				Locality:			
Charlottesville Redevelopment and Housing Authority		Charlottesville, Virginia				Original: 707	
A. Development Number/Name	Year 1	Year 2	Year 3	Year 4	Year 5		
Physical Improvements	FFY: 1999	FFY: 2000	FFY: 2001	FFY: 2002	FFY: 2003		
VA 16-1 Westhaven	See	\$321,509	\$177,000	\$315,509	\$262,50		
VA 16-3 Crescent Halls	Annual	\$0	\$0	\$0	\$15,00		
VA 16-4 Scattered Sites	Statement	\$0	\$35,000	\$0	\$		
VA 16-5 South First Street		\$6,000	\$115,509	\$12,000	\$50,00		
VA 16-8 Scattered Homes		\$0	\$0	\$0	\$		
B. Physical Improvements Subtotal		\$327,509	\$327,509	\$327,509	\$327,50		
C. Management Improvements		\$92,000	\$92,000	\$92,000	\$92,00		
D. PHA-Wide Non-dwelling							
Structures and Equipment		\$0	\$0	\$0	\$		
E. Administration		\$42,000	\$42,000	\$42,000	\$42,00		
F. Other		\$32,000	\$32,000	\$32,000	\$32,00		
G. Operations		\$0	\$0	\$0	\$		
H. Demolition		\$0	\$0	\$0	\$		
I. Replacement Reserve		\$0	\$0	\$0	\$		
J. Mod Used for Development		\$0					
K. Total CGP Funds		\$493,509	\$493,509	\$493,509	\$493,50		
L. Total Non-CGP Funds		\$0	\$0	\$0	\$		
M. Grand Total		\$493,509	\$493,509	\$493,509	\$493,509		
Signature of Executive Director		Date:	Signature of Public Housing Director		Date:		
Del Price							
			Page 1 of 5		Facsimile form HUD-52834		

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Crescent Hall
1b. Development (project) number: VA 16-3
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(09/01/76)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 105
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD
FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Housing Opportunities Partnership (HOP) – First time homebuyers program.

Downpayment & Closing Costs Assistance program.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status.

PHAs completing streamlined submissions may skip to component 11B.)

- ◆ Working with community non-profit organizations and the City of Charlottesville to develop homeownership options.

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Hinton Avenue 16-7,16-8
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) Hinton Avenue 16-7, 16-8 <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(DD/06/2000)
5. Number of units affected:	-(5) Five
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is

eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/29/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☒ Jointly administer programs
☒ Partner to administer a HUD Welfare-to-Work voucher program--- (HUD application not funded.)

- ☐ Joint administration of other demonstration program
- ☒ Other (describe)
Family Unification Grant

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Families Self-Sufficiency Program</i>	<i>27</i>	<i>Self selection to a total of 45</i>		<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 09/20/99)
Public Housing	0	18
Section 8	0	9

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

CRHA voluntary participation, not a mandated program.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Community Service

Personal Declaration

Sec. 512 of The 1998 Quality Housing and Work Responsibility Act requires that "...each adult resident of a public housing project shall...

"(A) contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

"(B) participate in an economic self-sufficiency program ...for 8 hours per month"

Exemptions to this provisions are provided for any individual who

"(A) is 62 years of age or older;

"(B) is a blind or disabled individual ...or is primary caretaker of such an individual;

"(C) is engaged in a work activity ...

"(D) meets the requirements for being exempted from having to engage in a work activity under the State programs funded under part A of the title IV of the Social Security Act...welfare program of the state... or welfare to work program;

"(E) is a family receiving assistant under part A of title IV of the Social Security Act ...and has not been found to be in noncompliance with the program.

**I hereby certify that I am in compliance with the QHWRA
Community Service Requirements.**

Signature of Household Adults and Date

1. _____

2. _____

3. _____

4.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

All Public Housing developments.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All Public Housing developments.

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)
PHA participates on local Weed & Seed Network Steering Committee

2. Which developments are most affected? (list below)

Westhaven
Sixth Street, S.E.
South First St.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? **Not funded**
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan? **Not funded**
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

It is the policy of the Charlottesville Redevelopment and Housing Authority to permit pets only as provided in this Policy, as authorized by 24 CFR, part 960, subpart G, Section 960.707. The purpose of the Policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all tenants to clean, quiet and safe surroundings. The Policy and the rules stated herein have no application to animals that are used to assist the handicapped or disabled as authorized in Section 227(d) of the Housing and Urban-Rural Recovery Act of 1983 (12 U.S.C. 1701r-1(d)).

Residents shall pay the Housing Authority the sum of \$50.00 per pet, as a pet deposit to cover any damages to the unit before moving into an apartment, or when the pet is acquired. This deposit will be placed in an escrow account and the agency will refund the unused portion of the deposit, plus any accrued interest, to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit.

In addition, residents shall pay the Housing Authority the sum of \$25.00 per pet, as a non-refundable fee to cover the additional operating costs to the project related to the presence of pets.

Rules governing the keeping of pets in or on Housing Authority property are as follows:

1. Residents may own one or more common household pets, depending on apartment size, such as a dog, a cat, fish in an aquarium or bowl of not more than ten gallon capacity, a small caged bird, a guinea pig, a hamster or a gerbil. Only one pet will be allowed in one-bedroom units, and in two bedroom units at Crescent Halls. All other units will be limited to a maximum of two pets.
2. No resident or resident family will be allowed to keep multiple pets of the same species, such as two cats or two dogs - this provision of the policy does not apply to fish.
3. A dog or cat kept as a pet must weigh no more than 30 pounds when mature.
4. In accordance with the City ordinance, no owner of an animal which is known or reasonably suspected of being dangerous shall suffer or permit such animal to run at large in the city or be kept in the city at any time except in strict confinement in such manner as to be safe for the public at large or any person who may have occasion to go on the premises on which such animal is kept.
5. Residents will provide the Housing Authority with a written description, and photograph, of any dog or cat kept as a pet.
6. When residents acquire a dog or cat they shall provide written proof to the Housing Management Office of the following:

* Current dog license from the City of Charlottesville

- * Current inoculation against rabies
- * Current inoculation against distemper
- * Current inoculation against parvovirus.

Documentation that their pet has been spayed or neutered.

Note: Items indicated by an asterisk must be provided annually during lease re-certification.

7. Residents shall comply with all Charlottesville City Code provisions regarding animals.
8. Dogs and cats must wear an ID collar at all times.
9. Dogs and cats are **not allowed** in common areas, and must remain inside the apartment or the resident's yard unless on a leash. Dogs not on a leash will be considered strays. A guinea pig, hamster or gerbil must remain inside the tenant's apartment.
10. No birds of prey, wild animals, or dangerous or poisonous pets are permitted.
11. Residents shall not allow their pets to interfere with the peaceful enjoyment of other residents or neighbors by barking, howling, biting, scratching or other such activities. Any animal that causes bodily injury to any individual will be removed permanently from property of the Housing Authority.
12. The Housing Authority has the right to conduct a pet inspection once every three months

13. The Housing Authority may enter a unit to transfer any dog or cat that is left unattended or 24 hours to the proper authority. The Housing Authority accepts no responsibility for pets so removed.
14. Residents shall not take care of a pet in their home for another person.
15. Residents may not alter patio or yard areas to accommodate pets; any doghouses or outside cages.
16. Residents shall not feed stray animals. Tenants who feed or house strays will be considered to be keeping a pet without permission.
17. Residents must provide the Housing Authority with an emergency contact number if required for care of the pet.
18. All animal waste is to be picked up and disposed of by the resident in sealed plastic bags and placed in the dumpsters/trash cans.
19. Non-compliance with this policy shall be considered a violation of the lease.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____

5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☒ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

**Schedule of Key Dates
For development and submission
of
Annual/Five-year plans
in
accordance with**

FY 2000 Annual Plan Page 54

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

QHWRA of 1998

Thursday, July 22, 1999	Meeting with Public Housing Association of Residents (PHAR) /RAB.
Wednesday, September 8, 1999	Public Meeting to unveil QHWRA and its requirements for Annual/Five-year Plan.
Friday, September 17, 1999	First Draft of Annual and Five-year Plan made available for residents and public inspection.
Wednesday, November 9, 1999	Public hearing on Annual and Five-year Plan.
Monday, November 22, 1999	Presentation of Annual and Five-year Plans to the Housing Authority Board.
December 13, 1999	Work session on Annual/Five year Plan.
January 10, 2000	Public Hearing on Annual/Five year Plan focused on Public Housing Draft Lease.
Monday, January 24, 2000	Work session and public hearing on Annual/Five year Plan focused on Grievance Procedure and Lease Agreement.
February 9, 2000	Work session and public hearing focused on Grievance Procedure.
February 28, 2000	Work session and Public hearing final draft action on Annual/Five-year Plans by CRHA Board of Commissioners.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment (File name) Attachments **VA016d01, VA016e01, VA016f01, VA016g01.**

☐ Provided below:

3. In what manner did the PHA address those comments? (Select all that apply)

☐ Considered comments but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☒ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☒ Other: (describe)

Self nomination: candidate applied with one City Clerk for appointment by one City Council member.

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☒ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)
City Council members appoint 2 residents to the 7-member Housing Authority Board of Commissioners.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction:

FY 1999-2000 Action Plan of the Consolidated Plan for the City of Charlottesville and the Thomas Jefferson Home Consortium, dated May 15, 1999.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Assistance to First-Time home buyers and commitment to affordable housing development on a regional basis..

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

VA016a01 DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and to review income-mix among various sites.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is permitted to reach targeted thresholds.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use tenant income information in an assessment of its public housing developments to determine the appropriate designation to be assigned to the development for the purposes of assisting the PHA in its deconcentration goals.

If the PHA'S annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular development, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the PHA has met the deconcentration goals and the project needs no particular designation.

DECONCENTRATION AND INCOME-MIXING Goals

The CRHA strives through its various economic self-sufficiency and educational programs to achieve Deconcentration of extremely poor families at any one site and income-mixing throughout its developments.

The PHA's income-mixing goal is a long-range goal which recognizes that residents of its developments designated for the elderly may be on fixed incomes which are not likely to be altered by HUD's income mixing goals.

The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

The CRHA will target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families".

Apart from the elderly hi rise development, CRHA's incomes for all projects fall within similar ranges. Where there is significant disparity in the percentages of very low- and others extremely low-income families at the various developments, the size of the units, the presence of larger, multiple-income families appear to account for the disparity.

The PHA WILL STRIVE TO ACHIEVE DECONCENTRATION OF POVERTY AND INCOME MIXING THROUGH ACTIVE PURSUIT OF ECONOMIC DEVELOPMENT OPPORTUNITIES FOR FAMILIES WHICH ARE DESIGNED TO INCREASE THE TOTAL NUMBER OF LOWER INCOME FAMILIES INTO HIGHER INCOME BRACKETS.

VA016b01

Investment Policy

For the Charlottesville Redevelopment and Housing Authority

It is the purpose of this investment policy to set forth the procedures, guidelines and criteria for the operation of the investment program of the Charlottesville Redevelopment and Housing Authority (CRHA). This guideline covers the investment of funds, not required for immediate disbursement, as required by the Commonwealth of Virginia (Code § 2.1-234.2) and/or the U.S. Department of Housing and Urban Development (HUD) (Handbook 7475.1) (PIH 96-33 (HA) as extended and reissue).

I. Objectives

The primary objectives of the housing authority's investment activities are in priority order,

- A. to conform with all applicable federal, state and other legal requirements (legal);
- B. to ensure the preservation of capital in the overall portfolio (safety);
- C. to provide sufficient liquidity to meet all operating requirements (liquidity); and
- D. to obtain a reasonable rate of return (yield).

II. Delegation of Authority

The investment authority will be with the Executive Director who will be directly responsible to the Board of Commissioners. This individual will establish written procedures for the investment of funds and may delegate the authority to implement the investment policy and procedures.

III. Prudence

Investment shall be made with judgement and care—under circumstances then prevailing—which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used shall be the “prudent investor” standard and be applied in the context of managing an overall portfolio. Investment officers and policy makers acting in accordance with the investment policy and associated procedure and exercising due diligence including reporting losses in a timely manner and taking appropriate corrective actions, each shall be relieved of personal liability for portfolio losses.

IV. Ethics and Conflict of Interest

Those responsible for the investment decisions may not benefit personally from such decisions and that the highest standard of personal and business ethics will be adhered to in making investment choices.

V. Diversification

It is the policy of CRHA to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling. This diversification will be in accordance with the approved investment instruments set forth by HUD and government ensured. Currently these investments include:

- A. U.S. Treasury Bills
- B. U.S. Treasury Notes and Bonds
- C. Obligations of Federal Governmental Agencies
- D. Securities of Government-Sponsored Agencies
- E. Demand and Savings Deposits
- F. Money-Market Deposit Accounts
- G. Municipal Depository Fund
- H. Super NOW Accounts
- I. Certificates of Deposit
- J. Repurchase Agreements
- K. Sweep Accounts
- L. Separate Trading of Registered Interest and Principal of Securities
- M. Mutual Funds (within the criteria set forth by HUD)

VI. Authorized Financial Institutions and Dealers

It's recommended that a list of authorized banks and broker dealers be established and periodically updated. This can be established by means of RFP every two to three years to limit the universe to only those with the highest qualifications. Currently, CRHA uses Bank of America and Wachovia for all cash management needs.

CRHA is only authorized to deposit and/or invest funds in financial institutions with which a General Depository Agreement (HUD Form 51999) has been executed between CRHA and the financial institution.

The banks and broker dealers listed below are authorized for the deposit of monies:
Bank of America
Wachovia

VII. Collateralization

In accordance with the provisions of HUD, all investments of CRHA in excess of the amount insured under the provisions of the Federal Deposit Insurance Act will be secured 100% continuously and fully regardless of type. The collateral will be valued on a quarterly basis to ensure CRHA is adequately protected.

VIII. Safekeeping and Custody

CRHA will not normally take delivery of investment securities purchased. Timely confirmation of the sale and/or safekeeping receipt giving full particulars of the transaction and security purchased will be required. When a confirmation is accepted in lieu of a safekeeping receipt, such confirmation must indicate that the securities are held in safekeeping and the location.

IX. Reporting

An investment register shall be maintained by the Finance Director to record the purchase and sale of investment securities. Investment reports will be provided to the Board of Commissioners at least quarterly, or upon request.

This document will be reviewed annually and presented to the Board of Commissioners at a regularly scheduled public meeting along with any recommended changes.

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Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

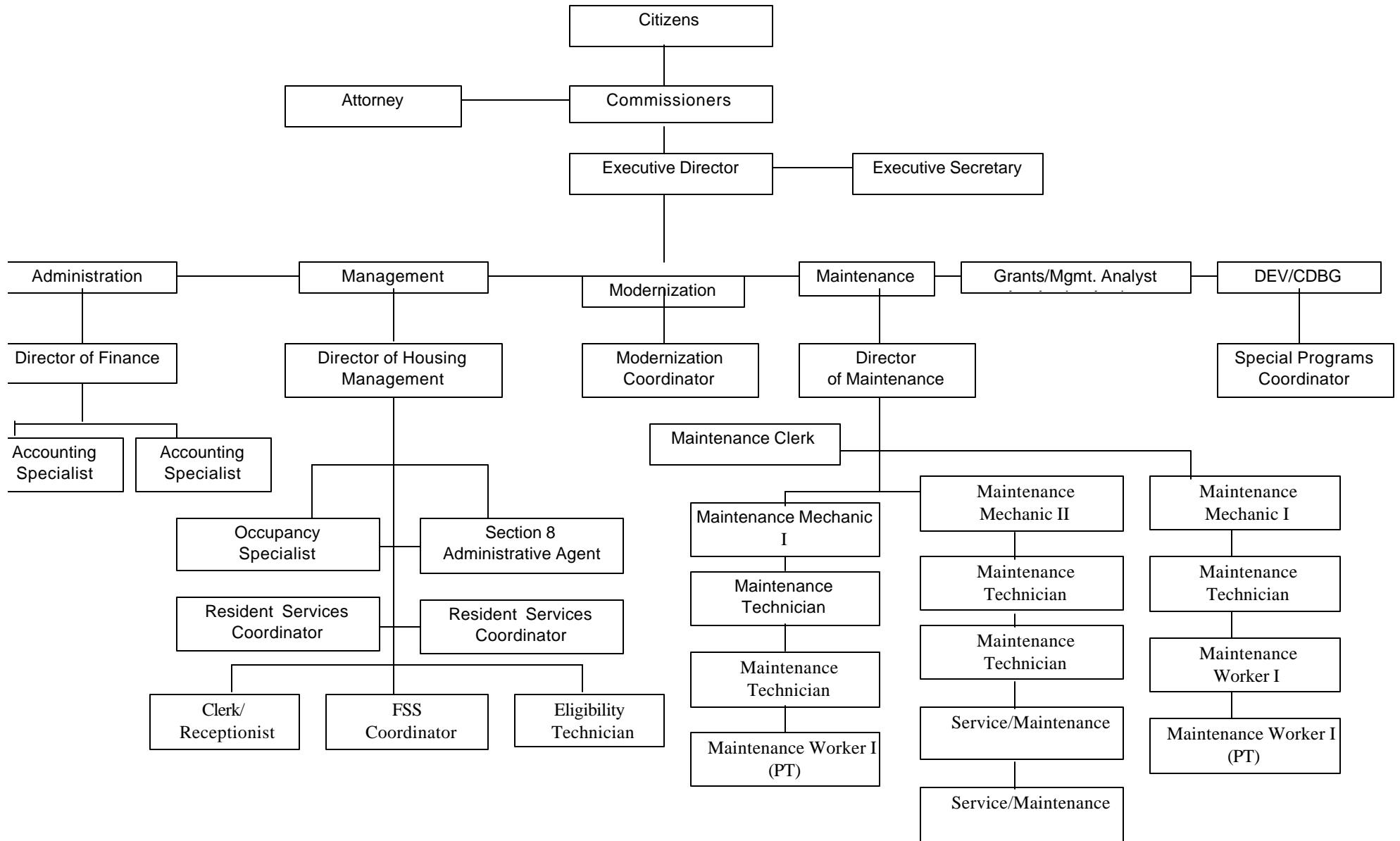
See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY ORGANIZATIONAL PLAN

Attachment VA016c01)

September 1999



CHARLOTTESVILLE-ALBEMARLE LEGAL AID SOCIETY

P. O. Box 197, Charlottesville, Virginia
22902

9; ") L'

(Attachment
VA016d01)

November 2, 1999'--

Blake Caravati, Commissioner
CRHA Board of Commissioners
1108 Little High Street
Charlottesville, Va. 22902

Re: Comments to proposed lease and grievance procedure changes

Dear Commissioner Caravatti:

The Charlottesville Legal Aid Society is legal counsel for the Public Housing Association of Residents (PHAR). As you know, PHAR is the city-wide resident association for all public housing residents in Charlottesville. It is recognized by the U.S. Department of Housing and Urban Development (HUD) as the duly elected representative of public housing residents in Charlottesville. Each public housing household can participate in the annual election of representatives to the PHAR Board of Directors, which is responsible for the activities of the organization and supervision of staff. Each of the resident associations for the individual public housing sites (which are more focused on the issues which are unique to the individual sites such as Westhaven, South First Street, Crescent Halls, etc), are represented in PHAR. The Housing Authority has recognized PHAR as the Resident Advisory Board which under federal law has the rights and responsibilities of genuine participation in development of the PHA Plan. See 42 U.S.C. 1437c-1(e) and 24 C.F.R. 903.13.

On behalf of PHAR the Charlottesville Albemarle Legal Aid Society submits the enclosed conunents on the new lease which CRHA is proposing. Also submitted are comments on the proposed revisions to the Grievance Procedure. It must first be noted that the Housing Authority proposed massive changes to the lease and grievance procedure without any advance notice to residents or the resident organizations. The lease changes are so numerous and substantive that, in fact, what is being proposed is an entirely new lease. The old lease, the product of years of collaborative effort between CRHA, the City Attorney's Office, Residents and their counsel, has been thrown out with the bath water. No discussion or resident participation was invited or allowed. A marked up version of the old lease was requested by PHAR so that it would be apparent what changes were being proposed. No marked up or annotated description was ever provided to PHAR. In fact, the Housing Authority has not yet sent any notice of the proposed changes to individual residents. This should be done prior to any final hearing on these proposed changes. To foster resident participation, the public hearing(s) should be held in public housing communities.

PHAR's comments are submitted in the form of line by line proposed revisions to the text of the draft proposed lease. The underlined portions show changes to the draft lease which PHAR suggests be made. Where deletions are suggested the text is crossed through. Where the reason for a suggested

change or deletion is not apparent, an explanation is provided in the relevant footnote, as is a reference to current lease language that should be retained. In some cases, a change is suggested to soften the dictatorial tone of the draft lease. The readability of the lease would be substantially improved by retaining the language in the current lease of "you" and "we" rather than "Resident" and "Authority".

Unfortunately, the scope of the changes proposed by CRHA is massive. For this reason alone, the attached analysis **cannot be as concise as we would have liked**. Your task of reviewing the draft lease and considering our comments has been made all the more difficult by the disturbing fact that the draft lease was developed unilaterally by CRHA, without the resident involvement contemplated by the law. The following list highlights a few of the matters on which residents request your careful consideration.:

- Rent due date - It seems a simple matter for CRHA to accommodate, by a clear 10 day grace period, the fact that many residents receive fixed income payments, such as social security, shortly after the first of each month. The suggested 10 day grace period would eliminate the current confusion caused by having the rent due on the first, late on the fifth, but late fees imposed only if rent is paid after the 10th. With a 10 day grace period administrative savings would be achieved by the need to send out fewer late payment notices.(page 4)
- Notice to terminate - Given the waiting list of applicants eager to move into public housing, there is no justification for doubling the 15 day notice period for residents who wish to move out. (pages 5 and 21)
- Opportunity to comment - It is outrageous that the Authority would propose an entirely new lease without any consultation whatsoever with residents. Just as lack of resident participation has hampered CRHA's ability to garner support for its draft lease, CRHA's failure to include residents in the process of changing rules does little to foster cooperation with its policies. (pages 7 and 15)
- Notice of procedural rights - The draft lease must more clearly provide for notice to residents of grievance and other procedural rights to which they are entitled (pages 7, 11, 13, 23, 24 and 25)
- Rent choice - Without clear notice of the amounts that would be payable under the flat rent and income-based methods of calculating rent, the statutory right given to residents to choose between the two is illusory. (page 8)
- Interim rent review - The Authority should adopt rent policies, reflected in the lease, which require rent increases only at annual recertifications. This would greatly decrease the administrative burden on the Authority while encouraging residents to seek work. Federal law allows local housing authorities the flexibility to adopt a broad range of optional disregards/exclusions from income in order to assist current residents to achieve economic self-sufficiency. See Quality Housing and Work Responsibility Act Section 508(b)(5)(B), codified at 42 U.S.C. Section 1437a(b)(5)(B). Imposition of rent increases only at the time of annual recertification would act as an inducement for current residents to increase their earned income and remain as residents of the Authority. This in turn would promote the stability of the community, ultimately increasing revenues for the Authority and allowing the Authority to achieve deconcentration of poverty by assisting, current residents. (page 8)

Evidence of vacating occupancy - It is ridiculous for the Authority to demand that residents prove a negative, namely that someone no longer lives with them. It is insulting for the Authority to assume that residents are untruthful. Requiring "proof satisfactory to the Authority in its sole discretion," rather than simple verification, that a Household Member has vacated the residence unnecessarily invites arbitrary action. (page 10)

- Inspection report - Retaining the current provision which gives residents 5 days after assuming occupancy to note errors in or omissions from the initial inspection report will help to ensure that new residents do not begin their tenancies feeling that they are subject to the whims of an overbearing landlord. (page 11)

- Landlord right of entry - Non emergency entry by the Authority should be strictly limited to those instances in which residents have explicitly given their permission in advance for the Authority to enter the home. (page 12)

- Zero tolerance - CRHA's narrow implementation of HUD's "Zero Tolerance" policy unnecessarily punishes innocent household members not involved in drug or criminal activity. As in the case of the "one strike policy" for new applicants, a policy which was negotiated with residents and agreed to by CRHA, if the offender is removed from the lease and barred from Authority premises, the goal of safe and drug free housing can be accomplished without penalizing innocent household members. (pages 17 and 18)

- Resident's death or disability -The personal property of a resident who dies or who vacates the premises because of disability should not be disturbed by Authority personnel for a reasonable time period, thirty days, during which the appropriate personal or estate representative, be it the guardian, attorney-in-fact or next-of-kin, should be permitted to make proper disposition of the property. (page 22)

- Notice of termination - The terms of the lease cannot deprive residents of their rights to contest eviction or to the notice periods for termination specified in applicable HUD regulations. (page 23)

The above list is provided to give Commissioners a brief overview of some of the comments contained in the attached document. It does not purport to be exhaustive and should not be taken as a synopsis of the more detailed and more extensive comments attached. We would be pleased to answer any questions you may have about the comments and to discuss the suggested lease terms. Thank you for your consideration.

ly,

~ . Utz-/

Claire E. Curry

Alex R. Gulotta

Counsel for PHAR cc: Del Price, CRHA Executive Director Craig Brown, City Attorney's Office

Attachments

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Email: clairec@justice4all.org Street Address: 105 Fourth Street, SE, Suite A, Charlottesville, VA

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Sincerely,

~ . Utz-/

Claire E. Curry
Alex R. Gulotta

Counsel for PHAR cc: Del Price, CRHA Executive Director Craig Brown, City Attorney's Office
Attachments

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**CHARLOTTESVILLE-ALBEMARLE LEGAL AID
SOCIETY**

P. O. Box 197, Charlottesville, Virginia 22902

(Attachment VA016e01)

January 21, 2000

Dear CRHA Commissioners and Staff,

As counsel for the Public Housing Association of Residents (PHAR), the Charlottesville - Albemarle Legal Aid Society submits these comments on the proposed new Grievance Procedure and on the revised draft of the new public housing Lease, which we received on January 10, 2000, from the City Attorneys Office. Revisions to the draft Lease reflect successful negotiation on a number of issues with both residents and the Housing Authority making significant concessions in order to resolve as many of the areas of disagreement as possible. Unfortunately, no similar discussions on ***the Grievance Procedure*** were acceptable to the Housing Authority, and none of PHAR's comments to the Grievance Procedure resulted in any modifications whatsoever.

These comments, therefore, substantively focus on the critically **important issue before the** Board of Commissioners of which, if any, changes to the Grievance Procedure are appropriate. The comments also focus on the unresolved lease issues which are deemed most important by residents at this time. Finally, there are several areas of policy development which will soon require Board action, such as the creation of a new policy on the Community Service requirements *and* revisions to the current Rent policy necessitated by the Quality Housing and Work Responsibility Act of 1998 (hereafter QHWRA), Public Law 105-276, 112 Stat. 246 1. ***These*** comments include resident input on the key elements which must be included in those new ***Policies***.

With regard to procedure, PHAR requests that no final action be taken on the Lease, Grievance Procedure, or PHA Plan until the vacant resident seat on the Board of Commissioners has been filled, which can be accomplished by immediate City Council approval of an applicant for this position. If action is needed on the Lease, Grievance Procedure, or PHA Plan prior to the regular February meeting of the Board of Commissioners a special meeting could be called.

Submission of these ***comments*** should not be considered an endorsement of the proposed Lease, Grievance Procedure or PHA Plan as finally approved. Nor can the submission of comments be construed as an acknowledgment that the review, ***comment***, ***RAB*** participation, and approval process is proceeding correctly as required by federal law. Receipt of the revised Lease **draft on January 10 has left very** little time for dissemination of information and consultation with the larger resident community for which PHAR speaks, and thus additional comments, may be necessary at a later time.

1. PUBLIC HOUSING GRIEVANCE PROCEDURE

PHAR is greatly concerned about the proposal to replace the current Grievance Procedure with one which excludes a broad range of matters which are rightly grievable, and

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which are required by federal regulation to be grievable. In addition, in *violation of Weml* regulatory requirements, the proposed new Grievance Procedure utterly fails to include residents in the selection process of hearing officers.

The proposed Grievance Procedure states that it would "apply to all individual grievances except any grievance concerning a termination of tenancy or eviction that involves, Any activity, not Just criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or PHA employees, or Any drug-related criminal activity on or off_

such premises." (Draft Grievance Procedure at p. 13-6, emphasis added) This policy would violate federal regulations in several ways.

First, the activity which threatens health and safety which *can be* excluded from the grievance procedure is limited to "criminal" activity. 24 C.F.R. Sections 966.51(a)(2)(i)(A) and (B), 966.55(g)(1). These cited regulations are currently in effect. The Department of Housing and Urban Development (hereafter HUD) issued a proposed rule on July 23, 1999, "One-Strike Screening and F Eviction for Drug Abuse and Other Criminal Activity". 64 Federal Register 40262. In this proposed rule IRM again limits the exclusions from grievance procedures to instances of criminal activity:

Section 966. 51 Applicability.

(a) (2) (1) ... JAI P11A may exclude from the PHA administrative grievance procedure under this subpart any grievance concerning a termination of tenancy or eviction that involves:

A. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the PHA:

B. Any violent or drug-related criminal activity on or near the premises; or

C. Any criminal activity that resulted in felony conviction of a household member.

64 Federal Register 40278

CRHA's grievance procedure cannot legally exclude from its Grievance Procedure tenancy terminations or evictions for non-criminal activity.

Secondly, federal regulation limits the exclusion from the grievance procedure to tenancy terminations or evictions *for drug-related criminal activity which occurs "on or near such premises"*. 24 C.F.R. Sections 966.51(a)(2)(i)(B), 966.55(g)(1)(ii) (emphasis added). CRHA's policy is overly broad in attempting to exclude from the grievance procedure all drug-related criminal activity "on or off such premises" (emphasis added). The alleged misconduct ~~could have been engaged in anywhere in the~~

RESIDENT 'S REPORTING REQUIREMENTS,

The proposed Lease includes language which could be interpreted to treat a minor, unintentional, or inconsequential failure to supply information as a "serious" breach of lease which could lead to eviction. (Draft Lease, Paragraph F(5), "Resident's Reporting Requirements, p. 10) This language should be revised to state that only intentional or deliberate failures to supply required information can be considered serious lease violations, In certain circumstances *when* residents fail to report changes, their omission is a failure to report a decrease in income which would result in a lowering of their monthly rent. *In* those instances where the failure to report disadvantages the resident and not the Housing Authority, this should not be characterized as a "serious" lease violation.

TRANSFERS

The proposed Lease includes provisions for transfers of residents between units under certain circumstances. (Draft Lease, Paragraph 11, pp. 12-14.) Transfers may be required or approved, for example, when remodeling, modernization or repair of the residence is needed, or when a transfer is necessary to accommodate the disability of a resident (both moving out a resident to make a unit with special features available to some other resident, and moving a resident into a unit with special features).

The proposed Lease provides that the transfer shall be at the Authority's expense only for transfers necessitated by "modernization or rehabilitation of the unit". (Draft Lease, p. 14) 'Me Lease should provide that the Authority will cover the transfer expenses when the Authority has required any transfer necessary to accommodate a disability or to make a unit available for handicap accommodation.

COPIES OF DOCUMENTS TO RESIDENTS

The proposed Lease nukes provision for some notice to residents of certain policy changes. (Draft Lease, Paragraph 18(D), pp. 27-28) The lease fails to include clear language that at the time of execution of the Lease residents shall be provided with ~~it~~ copy of the Lease, the Grievance Procedure, the Rules of Occupancy, the Pet Policy, the Schedule of Maintenance Charges and Utility Allowances, and every other policy which is then in affect and incorporated into the Lease. It would be completely unreasonable to expect residents to comply with policies and rules of which they have not been provided a current copy. All changes to the rules and policies which occur during the lease **term** should be posted in the Authority's Rental and Central Ofces, sent to all residents, and after the review and comment required by law, once approved in final version must be provided to all residents. Only rules promulgated in this manner are binding on the residents. The lease should so state.

111. POLICY ADDITIONS AND REVISIONS REQUIRED UNDER QHRA OF 1998

COMMUNITY SERVICE REQUIREMENT

The proposed Lease includes the obligation on residents to contribute eight (8) hours per month of community service, unless exempt. (Draft Lease, Paragraph 13(M), p. 17) The Lease further provides for non-renewal of the lease for residents' noncompliance with the obligation. (Draft Lease, Paragraph 3, pp. 1 -2) The proposed Lease provides no details or description of the community service obligation and none of the required provisions regarding curing a noncompliance. A policy will soon need to be approved by the Board of Commissioners to fill this gap. A number of key elements must be included in any such policy, A number of recommendations in this regard are included below.

The policy, and possibly the lease itself, should clearly list those persons who are exempt from the community service/economic self sufficiency obligation. [This includes adults age 62 or older; blind or disabled persons who are unable to comply and their primary caretakers; persons engaged in work activities as defined by Section 407(d) of the Social Security Act; persons meeting an exemption from work activity under a State welfare program; and persons participating in a welfare to work program or receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act.]

Such a policy should also establish simple procedures for verification of the exemptions, for interim changes of exempt status in between annual reviews, for consideration by the Authority of all exemptions which may apply and for granting of the broadest applicable exemption when multiple exemptions may apply to a household. Any combination of community service or "self-sufficiency activity should be allowed to meet the requisite goal of 8 hours per month (on the average) for an aggregate total of 96 hours of such activity annually, Community service and self sufficiency activities are broadly defined by federal regulation to include activities part

such as a variety of volunteer work, help in neighborhood groups, participation in program that develop and *strengthen* resident self-responsibility such as drug and alcohol abuse counseling and treatment, household budgeting, credit counseling, and English proficiency, to name but a few.

Provision by the Housing Authority of clear, understandable notices and information to residents will be crucial for a successful program of resident contributions of community service. Such notices should include a description of a range of examples of community service and self-sufficiency programs which qualify and which are available to residents. Residents should also be notified of the supportive services and assistance which the Authority will provide to make information/listings about such opportunities *available to* residents, and to provide linkages **and/or referrals to such program.**

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who has the option to preserve the lease by either removal of the offending member or by entry *into an* agreement to cure the noncompliance. Note that QHWRA does not permit a shorter period than one year in which to achieve such a cure. Thus CRHA may terminate a lease or refuse renewal only if the community service has not been made up during the second year.

The community service requirement is new for both residents and CRHA. These *comments reflect but a few of* the necessary features of such a program. The policy should be developed with the active participation of residents whose input will be invaluable in the creation of a successful program which minimizes the administrative burdens on both the resident and the Authority and which complies with all of the federal statutory requirements, 42 U.S.C. 1437j(c), and HUD implementing regulations.

REVISED RENT POLICIES

RENT CHOICE.

The proposed Lease includes a provision for annual written notice of the resident's option to pay either flat rent or income-based rent. (Draft Lease, Paragraph 8(8), p. 8) CRHA's current policies, "Rent" and "Interim Adjustments of Rent", must be updated in order to implement this choice as mandated by QHWRA. The revised rent policies must fully explain the rent options **and** the procedural safeguards required by **QHWRA** and HUD's implementing regulations. (Proposed Rule, 64 Federal Register 23466, April 30, 1999) Several of these important provisions are commented upon here.

The revised rent policies must insure *that* residents are provided with sufficient, accurate *information to make an* informed choice, i.e. written calculations for the amount of rent due under each option provided to the resident before a selection is made. Residents must be notified that those opting for flat rents enjoy the option of re-certification every three (3) years, rather than annual reexaminations. However, all residents must *be* offered the rent choice (flat vs. income based) every year. Residents must also be notified of the right *to immediately switch from* flat rent to income based rent in circumstances of financial hardship. Such circumstances must include, at a minimum, those *instances where the resident has decreased* income due to lost or reduced employment, death in the family or loss of assistance, increased medical expenses or costs such as child care, transportation, or education.

FLAT RENTS.

In order for there to be a bonafide choice between flat rent and *income-based* rent, the U rents must be established in accordance *with federal mandates at* a level which is not so high that the "choice" is merely an illusion. The purpose of flat rents is to avoid disincentives "for continued residency in public housing by families who are attempting to become self-sufficient through employment or *who have* attained a level of self-sufficiency through their *own efforts*",

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(QHWRA Section 523, 42 U.S.C. Section 1437a(a)(2)) 'This statutory section provides for the flat rent to be based upon the rental value of the unit, and the flat rent is considered to be in compliance if it does not exceed "the actual monthly costs to the public housing agency attributable to providing and operating the dwelling unit". Id.

CRHA's revised rent policies to element flat rents must include a legitimate methodology for establishing flat rents in compliance with these federal **requirements**. **Artificially** high flat rents cannot properly be based upon local market rental **rates** for properties which are not comparable to public housing. Under HUD regulations for establishment of ceiling rents (which were to reflect the reasonable market value of the public housing unit), Housing Authorities were required to conduct a comparability study of unassisted units in the local area taking into account the similar age, location, condition, amenities, design and size of such units. (62 Federal Register 62927, November 25, 1997) In the context of setting flat rents, such a study would be useful to indicate the rental value of units. However, CRHA does have the discretion to set the flat rents lower than the market rental value. They should be set low enough to act as an incentive for working families to increase their income, become self-sufficient, and not face a rent disincentive for remaining in public housing. CRHA would not be **financially** disadvantaged by choosing to set flat rents at operating costs, and doing so would Will the purposes of QHWRA and would have long term positive impact on public housing and its residents.

MANDATORY EARNINGS DISREGARDS.

Q14WRA requires all public housing agencies to implement, as of October 1, 1999, the new mandatory earnings disregards (as distinguished from the previous 18-month mandatory earning disregard which applied to a narrower group of residents who participated in specified employment training programs). This new disregard is much broader than the earlier one, covering all residents:

- (i) whose income increases as a result of the employment of a family-member who was previously unemployed for one or more years;
- (ii) whose earned income increases during participation of a family member *in* any family self-sufficiency or other job training program; or
- (iii) who is or was, within 6 months, assisted under any state program for temporary assistance for needy families (TANF) and whose earned income increases.

QHWRA Section 508, 42 U.S.C. 1437a(d); see Proposed Rule, 64 Fed. Register 23473.

The Statute provides that eligible residents' increased earnings will not subject the resident to a rent increase for twelve (12) months; for months 12 **through** 24 the rent will only be increased by 50% of what would otherwise be the total rent increase. Id. This law provides

critical support to tenants obtaining new or better employment. encouraging self-sufficiency and stability for current residents.

[-HUD Directive No. FR-4434-N-03 states that "PHA's must take all necessary steps to ensure that families eligible for new mandatory deductions receive those deductions". It is crucial that this policy be carefully implemented and that Housing Authority staff and residents be properly informed of their rights in order for residents to receive the full benefit of these important work

CONCLUSI

Thank you for the opportunity to comment upon the proposed new Grievance Procedure, the proposed Lease, and the above important areas of policy creation and revision which the Board of Commissioners will face in the near future, I appreciate your attention and welcome any questions you might have.

Sincerely,

Claire E. Curry

Joy Johnson, President,
PHAR Ben Thacker-Gwaltney,
PHAR Del Price, CRHA Executive
Director Craig Brown, Esq., City

A Response to Six Points about the Lease/Grievance Policies

(Attachment VA016g01)

1. PHAR: "Your rent due date will become the first of every month..... "
CRHA: **Not a change from current lease.**
What is new is that the late charge is proposed to be assessed if rent is not in on the 5th as opposed to being assessed on the 10th. We currently invoice on the 27th, consider it timely if paid by the 5th ; send late notices on the 6th, assess late charges on the 10th; seek warrants on the 20th. I proposed to collapse one administrative step: assessing the late charges at the same time we send the late notices on the 6th as an improvement in the rent collections procedure.

PHAR: "If your rent is late more than three times in one year, you can be evicted."
CRHA: **Return to an earlier CRHA lease provision;** designed to encourage timely payments, avoid the HA having to pay costs for those who repeatedly pay late enough to incur late charges and launch our lease enforcement actions, but not late enough to actually be evicted. A common practice among housing authorities.
2. PHAR: "If no other adult lives with you and you pass away or leave.....the housing authority can come in and box up your things... "
CRHA: **We currently have a responsibility to secure the premises, this is not new.** Our practice is to reach the "emergency contact" listed in our files under such circumstances and make appropriate arrangements with the family. This provision is an effort to spell out what existing practice is.
3. PHAR: "CRHA can let the police into your apartment anytime the police tell them to, not just when they have a warrant or court order."
CRHA: The proposed lease spells out the circumstances in which the Authority may enter a residence, including a 48-hour advance notice under most circumstances. It also states that advance notice is not necessary when an emergency exists or when agreed to by the resident. For the first time in the history of the CRHA, it also spells out what rules will govern entry by Peace Officers or Inspectors.
4. PHAR: "If someone on the lease leaves, you will have to prove somehow that they are gone before the CRHA will take their name (and income) off your lease."
CRHA: **HUD requires families to provide current and accurate information on income, assets, allowances and deductions, and family composition (24 CFR 960.209) and requires the Housing Authority to verify the information provided** for the purpose of determining: continued eligibility; the unit size required and the amount of rent the family should pay.
5. PHAR: "You will have to give CRHA 30 days notice before you move instead of 15 days. That means you will have to pay them extra rent unless you plan farther ahead."
CRHA: 30 Days is a standard in the private market. Given the national emphasis on public housing and transition housing **this is an effort to assist public housing residents adapt to a practice that they will face if they transition from public housing to market rate housing** as most self-sufficiency programs are designed to do. The CRHA has a strong family self-sufficiency program, which focuses on individual responsibility.
6. PHAR: "Your right to file a grievance about some action CRHA has taken against you will be cut way back. If what you did threatened the health, safety, or right to peaceful enjoyment of other residents, you can't file. Currently you only lose this right if you do something against the law."
CRHA: As is the case right now, if you are in compliance with your lease, you have nothing to be concerned about. **Currently the grievance procedure does not apply** to those who engage in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the Housing Authority" or "any drug related criminal

Rents Unassisted Units
1 Bedroom

Address	Points	Rent to owner	Utility Allow	Gross Rent	Manager/Owner	Unit Type
800C Elm Street	106	480	0	480	Capital Real Estate	Garden Apt
2400-6 Arlington Blvd.	119	425	85	510	Wayland Realty	Garden Apt
2002-13 JPA	146	475	53	528	Shamrock Corp.	Garden Apt
1040 St. Clair Avenue	148	400	100	500	Glen Branham	Duplex
2006-4 Stadium Road	155	500	74	574	Shamrock Corp.	Garden Apt
2121-2 Angus Road	156	475	71	546	Access Properties	Garden Apt
2111-11B Michie Drive	182	479	50	529	Hearthwood Apts	Garden Apt
712-C Monticello Road	189	450	71	521	Sterling Carter	Garden Apt
2639 Barracks Road	226	590	85	675	Old Salem Apts.	Garden Apt
2764 Gatewood Circle	229	665	78	743	Hollymead	Rowhouse
145 Four Seasons Drive	233	610	21	631	Management Service	Rowhouse
2639 Barracks Road	238	625	85	710	Old Salem Apts.	Garden Apt
701 E. High Street	244	639	91	730	Tartleton Square	High-rise
2407 Peyton Place	255	650	71	721	Trophy Chase	Garden Apt
1000 Old Brook Rd.	271	585	78	663	Squire Hills	Rowhouse
817-101 Mallside Forest	275	535	77	612	Mallside Forest	Garden Apt
1950 Powell Creek	300	722	92	814	Hollymead	Rowhouse
200 Lake Club Court	311	805		805	Lakeside Apts.	Garden Apt

Rents Unassisted Units
2 Bedrooms

Address	Points	Rent to owner	Utility Allow	Gross Rent	Manager/owner	Unit Type
2400-16 Arlington Blvd.	119	445	104	549	Wayland Realty	Garden Apt
219 Stribling Avenue	140	500	123	623	Access Properties	Duplex
817 Nassau Street	141	500	134	634	Godfrey Properties	Detached
1215 Wertland Street	144	565	93	658	Godfrey Properties	Garden Apt
612 Belmont Street	145	550	132	682	Glen Branham	Single
127 Stribling Avenue	148	515	128	643	Godfrey Properties	Duplex
707 Cynthiana Avenue	153	485	134	619	Godfrey Properties	Detached
2006-11 Stadium Road	155	575	93	668	Shamrock Corp.	Garden Apt
2121-4 Angus Road	156	535	89	624	Access Properties	Garden Apt
1830-9 JPA	162	575	93	668	Shamrock Corp.	Garden Apt
7011 Markwood Road	163	500	113	613	Glen Branham	Mobile Hom
1918-4 JPA	164	580	97	677	Shamrock Corp.	Garden Apt
219B Douglas Avenue	170	525	122	647	Spurzem Properties	Duplex
1904-3 JPA	172	580	93	673	Shamrock Corp.	Garden Apt
1225 Park Street	174	625	29	654	Investment Realty	Garden Apt
65-201 Wilton Pasture	176	555	97	652	Wilton Farm Apts.	Garden Apt
1114B Monticello Rd.	177	520	93	613	Captial Real Estate	Rowhouse
1108B Myrtle Street	181	500	118	618	Alice Forloines	Duplex
#6 Lotrobe Court	190	500	140	640	Captial Real Estate	Detached
1440-303 Wilton Farm	193	600	97	697	Wilton Farm Apts.	Garden Apt
712A Monticello Ave.	195	550	98	648	Sterling Carter	Garden Apt
3604 Ivywood Lane	197	600	98	698	Wayland Realty	Rowhouse
704 Lexington Avenue	202	600	123	723	Godfrey Properties	Detached
1214 Bellevue Ave.	204	650		650	Glen Branham	Duplex
2111-6 Michie Drive	208	579	25	604	Hearthwood Apts.	Garden Apt
2111-68 Michie Drive	213	599	25	624	Hearthwood Apts.	Garden Apt
2073 Commonwealth Dr.	221	600	123	723	Godfrey Properties	Duplex
131 Goodman Street	227	725	134	859	Spurzem Properties	Single
2639 Barracks Road	228	610	104	714	Old Salem Apts.	Garden Apt
2764 Gatewood Circle	232	765	98	863	Hollymead	Duplex
145 Four Seasons Drive	236	720	25	745	Management Service	Rowhouse
2639 Barracks Road	238	650	104	754	Old Salem Apts.	Garden Apt
2639 Barracks Road	241	635	115	750	Old Salem Apts.	Duplex
701 E. High Street	249	679	115	794	Tartleton Square	High-rise
2639 Barracks Road	251	685	115	800	Old Salem Apts.	Duplex
2407 Peyton Place	259	710	89	799	Trophy Chase	Garden Apt
118 Hessian Hills Ridge	259	630	25	655	Hessian Hills Apts.	Rowhouse
833-302 Mallside Forest	273	595	97	692	Mallside Forest	Garden Apt
1635-101 Rio Hill Rd.	276	565	97	662	Rio Hill Apts.	Garden Apt
1000 Old Brook Road	277	660	98	758	Squire Hill Apts.	Rowhouse
1950 Powell Creek	304	802	118	920	Hollymead	Rowhouse
200 Lake Club Court	316	920		920	Lakeside Apts.	Garden Apt

Rents Unassisted Units
3 Bedrooms

Address	Points	Rent to owner	Utility Allow	Gross Rent	Manager/owner	Unit Type
2400-7 Arlington Blvd.	119	450	123	573	Wayland Realty	Garden
208 9th Street NW	136	475	166	641	Godfrey Properties	Detached
1117-3 Forest Street	147	550	107	657	Access Properties	Garden
2400A Arlington Blvd.	154	715	107	822	Wayland Realty	Duplex
2317 Highland Avenue	160	590	161	751	Godfrey Properties	Duplex
806 St. James Circle	172	625	168	793	Godfrey Properties	Detached
114B Harris Road	181	575	149	724	Alice Forloines	Duplex
1235 Holmes Avenue	182	725	168	893	Godfrey Properties	Detached
1138 Locust Avenue	189	725	168	893	Godfrey Properties	Detached
921B 6th Street SE	190	650	105	755	Capital Real Est	Duplex
2081 Commonwealth Dr.	192	625	156	781	Godfrey Properties	Duplex
1724 Solomon Road	193	675	156	831	Godfrey Properties	Duplex
134 Scarbough Place	196	650	161	811	Godfrey Properties	Duplex
1411A Short 18th Street	200	675	148	824	Godfrey Properties	Duplex
121B Longwood Drive	211	736	149	885	Spurzem Properties	Duplex
40-102 Wilton Pasture	211	675	115	790	Wilton Farm	Garden
145 Four Seasons Drive	211	750	29	779	Management Service	Rowhouse
309 Greenbrier Drive	212	550	149	699	Godfrey Properties	Duplex
3761 Ivywood Lane	213	750	119	869	Wayland Realty	Duplex
2111-93 Michie Drive	216	709	29	738	Hearthwood Apts.	Rowhouse
1413B Short 18th Street	221	610	119	729	Sterling Carter	Duplex
2309A Berkshire Road	228	650	119	769	Preston Stallings	Duplex
2764-24 Gatewood Circle	236	840	119	959	Hollymead	Duplex
77 Barclay Place	243	940	0	940	Barclay Place	Garden
2512A Naylor Street	253	680	156	836	Capital Real Est	Duplex
2639 Barracks Road	259	805	136	941	Old Salem Apts.	Garden
118 Hessian Hills	262	725	29	754	Hessian Hill Apts.	Rowhouse
832-302 Mallside Forest	265	647	115	762	Mallside Forest	Garden
2615 Hydraulic Road	268	839	0	839	Westgate Apts.	Garden
2407 Peyton Place	275	770	107	877	Trophy Chase	Garden
1000 Old Brook Road	278	710	119	829	Squire Hill Apts.	Rowhouse
1635 Rio Hill Road	281	650	115	765	Rio Hill Apts.	Garden
1950 Powell Creek	310	898	149	1047	Hollymead	Rowhouse
200 Lake Club Ct.	316	1005		1005	Lakeside Apts.	Garden

Rents Unassisted Units
4 Bedrooms

Address	Points	Rent to owner	Utility Allow	Gross Rent	Manager/owner	Unit Type
520A Cleveland Avenue	188	595	148	743	Preston Stallings	Duplex
1480 Monterey Drive	192	1100	205	1305	Godfrey Properties	Detached
3783 Ivywood Lane	238	800	148	948	Wayland Realty	Duplex
247-15 Colonnade Drive	241	1300	134	1434	U-Heights Apts.	Garden
2401A N. Berkshire Rd	243	725	148	873	Preston Stallings	Duplex

Rents Unassisted Units
0 Bedrooms

Address	Points	Rent to owner	Utility Allow	Gross Rent	Manager/owner	Unit Type
2111 Michie Drive	207	369	37	406	Hearthwood Apts.	Rowhouse
2639 Barracks Road	214	500	65	565	Old Salem Apts.	Garden
701 E. High Street	234	629	67	696	Tartleton Square	Garden

Bedroom size:					
Ranges	Excellent	Good	Average	Fair	Poor
Highest Gross Rent					
Lowest Gross Rent					

Bedroom size:					
Ranges	Excellent	Good	Average	Fair	Poor
Highest Gross Rent					
Lowest Gross Rent					

Bedroom size:					
Ranges	Excellent	Good	Average	Fair	Poor
Highest Gross Rent					
Lowest Gross Rent					

Bedroom size:					
Ranges	Excellent	Good	Average	Fair	Poor
Highest Gross Rent					
Lowest Gross Rent					

Bedroom size:					
Ranges	Excellent	Good	Average	Fair	Poor
Highest Gross Rent					
Lowest Gross Rent					

Rent Ranges

(Attachment VA016h01)

Bedroom Size: 1 Bedroom

A. Excellent

Points:	300	320	340	360	380	400
Rent:	743	757	771	785	799	814

B. Good

Points:	226	241	256	271	286	299
Rent:	574	608	642	676	710	743

C. Average

Points:	150	165	180	195	210	225
Rent:	528	537	546	555	564	574

D. Fair

Points:	74	89	104	119	134	149
Rent:	480	490	500	510	519	528

Bedroom Size: 2 Bedroom

A. Excellent

Points:	300	320	340	360	380	400
Rent:	863	874	885	896	908	920

B. Good

Points:	226	241	256	271	286	299
Rent:	723	751	779	807	835	863

C. Average

Points:	150	165	180	195	210	225
Rent:	682	690	698	706	715	723

D. Fair

Points:	74	89	104	119	134	149
Rent:	549	576	603	630	656	682

Rent Ranges

Bedroom Size: 3 Bedroom

A. Excellent

Points:	300	320	340	360	380	400
Rent:	959	977	995	1013	1030	1047

B. Good

Points:	226	241	256	271	286	299
Rent:	893	906	919	932	945	959

C. Average

Points:	150	165	180	195	210	225
Rent:	657	704	751	798	845	893

D. Fair

Points:	74	89	104	119	134	149
Rent:	573	590	607	624	641	657

Bedroom Size: 4 Bedroom

A. Excellent

Points:	300	320	340	360	380	400
Rent:						

B. Good

Points:	226	241	256	271	286	299
Rent:	1305	1331	1357	1383	1409	1434

C. Average

Points:	150	165	180	195	210	225
Rent:	743	855	967	1080	1192	1305

D. Fair

Points:	74	89	104	119	134	149
Rent:						

Bedroom Size: 0 Bedroom

A. Excellent

Points:

300	320	340	360	380	400

B. Good

Points:

226	241	256	271	286	299
565	591	617	643	669	696

C. Average

Points:

150	165	180	195	210	225
406	438	470	502	534	565

D. Fair

Points:

74	89	104	119	134	149

Rent Comparability Form

(Attachment VA016i01)

Unit address _____	Date: _____
_____	Unit No. _____
No. Bedrooms _____ Size in Sq. Feet _____	Date Built _____
No. Bathrooms: _____ 1/2 _____ 3/4 _____ Full	
Manager/Owner _____	Requested rent to owner _____
Address _____	Utility / Allowance* _____
_____	Gross rent _____
Phone _____	* See attached Utility Allowance Schedule
Jurisdiction _____	

		Points Possible	Points Given	Sub-total
Location	Residential	20		
	Mixed commercial/residential	10		
	Industrial	5		
	Rural area	10		
	High quality neighborhood	10		
	Accessibility to services: Stores	5		
	Schools	5		
	Transportation	5		
	Medical Facilities	5		
	Highest possible points:	60		
Quality	Meets Minimum HQS	0		
	Somewhat Exceeds Minimum HQS	15		
	Greatly Exceeds Minimum HQS	30		
	Extensively rehabilitated within last five years	10		
	Exceptional disability accessibility.....	20		
	Highest possible points:	60		
Size	1-BR 2-BR 3-BR 4+BR			
(square feet)	Up to 500 Up to 700 Up to 900 Up to 1100	20		
	501-700 701-900 901-1100 1101-1300	30		
	701-900 901-1100 1101-1300 1301-1500	40		
	901-1100 1101-1300 1301-1500 1501-1700	50		
	1101+ 1301+ 1501+ 1701+	60		
	Highest possible points:	60		
Unit Type	Single family detached	40		
	Semi-detached/Rowhouse	35		
	Elevator/High-rise	25		
	Garden/walk-up	20		
	Manufactured home	10		
	Highest possible points:	40		
Age	50 years or up	1		
	35-49	5		
	26-35	10		
	16-25	15		
	6-15	20		
	1-5 years old	25		
	Highest possible points:	25		

Rent Comparability Form cont'd

Page 2

☒ Points Possible Points Given Sub-total

Amenities and Facilities

Amenities:	Air Conditioning	5	
	Carpet	3	
	Other high quality floor covering (parquet, hardwood, etc)	3	
	High quality wall covering (paneling, wallpaper, etc.)	3	
	Drapes	2	
	Miniblinds	3	
	Shades	1	
	Working fireplace/stove	2	
	Special windows	1	
	Special doors	1	
	Private patio/deck/balcony/porch	5	
	Exceptionally large rooms	2	
	Dishwasher	3	
	Range vent hood	1	
	Separate freezer	2	
	Garbage disposal	5	
	Eating counter/breakfast nook	1	
	Pantry or abundant shelving & cabinets	1	
	Double oven	1	
	Self-cleaning oven	1	
	Microwave (in addition to range)	2	
	Double sink	1	
	High quality cabinets	1	
	Abundant countertop space	1	
	Modern appliances	1	
	Exceptionally large appliances	1	
	Washer	2	
	Dryer	2	
	Washer/dryer hookups	1	
	Jacuzzi tub	2	
	Separate tub/shower	2	
	Shower doors	1	
	Shower rod	1	
	Extra bathroom cabinets	1	
	Additional half bathrooms	3	
	Additional 3/4 or full bathrooms	5	
	Finished basement	2	
	Other (specify)		

Highest possible points:

75

Rent Comparability Form cont'd

Page 3

<input checked="" type="checkbox"/>	Points Possible	Points Given	Sub-total
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Facilities:	Intercom	1	
	Security System	2	
	Cable TV Hookup	2	
	Storm windows	1	
	Storm doors	1	
	Extra insulation	1	
	Screens for windows	2	
	Screen door(s)	1	
	Laundry facilities	2	
	Garage	5	
	On-site parking facilities	1	
	Headbolt heaters	1	
	Driveway	1	
	Large yard	2	
	Swimming pool or hot tub	5	
	Party or Rec room	2	
	Exercise facility	2	
	Playground	2	
	Tennis court(s)	2	
	Additional recreation equipment or facilities	2	
Storage facility	2		
Other (specify)			
	Highest possible points:	40	
Housing Services	On-site management	5	
	Security personnel	10	
	Social services/medical personnel	5	
	Highest possible points:	20	
Maintenance	Ongoing exterior maintenance performed by owner ..	5	
	Ongoing interior maintenance performed by owner ...	5	
	Bonus for exceptional interior or exterior maintenance	10	
	Highest possible points:	20	
	Total score:		

Rating	A. Excellent	300-400
	B. Good	226-299
	C. Average	150-225
	D. Fair	74-149
	E. Poor	0-73

Requested	Highest Approvable (Rent Reasonable)
Rent to Owner	Gross Rent:
Utility Allowance	(less) Utility Allowance:
Gross Rent:	Rent to Owner:

Regular Tenancy Only

FMR: _____

AAF Application: _____

Rent for owner's similar unassisted units: _____

Approved Rent to Owner: _____

RENT CHANGE FORM

(Attachment VA016j01)

The Quality Housing Work Responsibility Act (QHWRA) allows residents to choose how their rent will be calculated.

FLAT RENT establishes a base line for rent in public housing for each bedroom size. The following rents apply when choosing the flat rent option:

	Fair Market Rents (FMR)	Hardy Drive	Riverside Avenue	Madison Avenue	Michie Drive	Sixth Street	Crescent Hall	Ridge Street	M.A/E.S H.A	First Street
1Bdr	508	536					553			
2Bdr	650	700		702	702		699			699
3Bdr	864	763	779		745	757		738	773	757
4Bdr	968	1020								997
5Bdr	1078	1,190								1,164

INCOME BASED RENT is the way your rent has been calculated in the past. Your rent is calculated on 30% of your adjusted monthly income, or 10% of unadjusted income, (whichever is greater) or minimum rent.

Check the option that you feel best suits your family. By checking one of the options below, you have agreed to this calculation until your next interim or annual recertification.

_____ I have reviewed my options and would like to participate in the **flat rent option**.

_____ I have reviewed my options and would like to participate in the **income based option**.

I understand that by selecting one of the options above my rent will be based on that rent calculation. I acknowledge that I was briefed on the difference between flat rent and the income based rent option. Based on the information received, I made my selection. I realize that if I chose a flat rent I can request a hardship recalculation of my rent.

Applicant Signature

Date

Staff Signature

Date

Your Lease is Being Changed FOR THE WORSE.

(Attachment VA016f01)

**On TUESDAY, NOVEMBER 9 at
6:30 P.M. in the BASEMENT of CITY
HALL, there is a PUBLIC HEARING
where you can speak about it.**

Some of the proposed changes:

- 1) Your rent due-date will become the first of every month, even if you get your check on the third. If your rent is late more than three times in one year, you can be evicted.
- 2) If no other adult lives with you and you pass away or leave because you become disabled, the housing authority can come in and box up your things for storage right away. Your family is not guaranteed any time to do it themselves.
- 3) CRHA can let the police into your apartment anytime the police tell them to,, not just when they have a warrant or court order.
- 4) If someone on the lease leaves, you will have to prove somehow that they are gone before CRHA will take their name (and income) off your lease.
- 5) You will have to give CRHA 30 days notice before you move instead of 15 days. That means you will have to pay them extra rent unless you plan farther ahead.
- 6) Your right to file a grievance about some action CRHA has taken against you will be out way back. If what you did threatened the health, safety, or right to peaceful enjoyment of other residents, you can't file. Currently, you only lose this right if you do something against the law.

**SPEAK UP.
DON'T LET THEM HURT YOU AND YOUR
FAMILY.**

PHAR
703 Concord Ave, Charlottesville, VA 22903
904-994-3255

